



PART-TIME PUBLIC ACCESS LIBRARIAN

JOHN BULOW CAMPBELL LIBRARY

POSITION DESCRIPTION

GENERAL DESCRIPTION: The part-time Public Access Librarian manages the daily operations of the library circulation desk. This role serves as the primary point of contact for seminary students, faculty, researchers, and local clergy. This person provides excellent customer service and maintains the order of the library collection and reports to the Senior Director of the Library.

ESSENTIAL FUNCTIONS:

1. Oversee management of library copiers, printers, and public computers.
2. Check books, media, and reserve materials in and out.
3. Manage patron account holds.
4. Oversee the CTS Library email account by answering or referring emails appropriately.
5. Answer basic directional, operational, and research and reference questions.
6. Refer complex reference questions to specialized staff.
7. Shelf-read, organize, and reshelve returned books.
8. Maintain order in stacks using the Library of Congress classification system.
9. Open or close the library building according to established procedures and schedule needs.
10. Ensure a secure and welcoming study environment.
11. Adhere to seminary standards of professionalism, confidentiality, and integrity.
12. Other duties as assigned.

MINIMUM QUALIFICATIONS:

- Master of Library Science degree or equivalent from an ALA accredited program
- Graduate degree in religion/theology
- Customer service experience
- Excellent interpersonal communication skills
- Demonstrates accuracy and attention to detail
- Ability to work in an integrated library automation system (Koha)
- Computer skills with database management, MS Office, and MS Excel

PREFERRED QUALIFICATIONS:

- Experience in an academic library

CLASSIFICATION:

- Temporary, Part-time
- Hourly (Monday – Friday, 9:00 – 4:00 p.m.) – 25 hours per week
- On campus work only

Physical Demands: Although physical limitations for this position can be accommodated, the job's physical demands can include but not limited to sitting, standing, stooping, crouching, bending, crawling, walking, lifting light objects. Some night and weekend work, as needed. Work is performed in a library setting.

Disclaimer: The preceding job description has been designed to indicate the general nature and level of work performed by employees within this classification. It is not designed to contain or be interpreted as a comprehensive inventory of all duties, responsibilities, and qualifications required of employees for this job.

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